



# WORPLESDON PARISH COUNCIL

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Thursday 6 September 2018

## NOTICE OF MEETING

To: All members of the Council

You are hereby summoned to attend the **full council meeting** of Worplesdon Parish Council to be held in the **Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon, GU3 3RF on Thursday 13 September 2018 at 7.30 pm** for the purpose of transacting the following business.

Signed:

*Gaynor White*

Mrs G F White PSLCC  
Clerk to the Council

*Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.*

*Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the Clerk to the Council prior to the start of the meeting so that those attending the meeting can be made aware of any filming/recording taking place.*

*Use of mobile devices, including for the purpose of recording or filming a meeting, are subject to no interruptions, distractions or interference being caused to the PA or Induction Loop system, or any general disturbance to proceedings. The chairman may ask for mobile devices to be switched off in these circumstances.*

*It is requested that if you are not using your mobile device for any of the activities outlined above, it is switched off or placed in silent mode during the meeting to prevent interruptions or interference with the PA or Induction Loop system. The use of flash photography and/or filming lights is not permitted.*

## AGENDA

- 1. To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
- 2. Public participation session – 10 minutes.** *Members of the public are able to express a view or ask a question on relevant matters on the agenda and are welcome to stay and observe, but not comment upon, the rest of the meeting.*
- 3. Co-option of councillor – Fairlands Ward**
  - Presentation by Dr Rao Martand Singh (Maximum 3 minutes)
  - Q&A session (Maximum 5 minutes)
  - **Resolution to be passed to exclude the public and press, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960 during the discussion session.**
  - Discussion on suitability of the candidate. (Maximum 3 minutes)
  - Vote by recorded ballot.
- 4. Declaration of Disclosable Pecuniary Interests (DPIs) by councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).**

**5. Amendments to the Register of Interests.**

**6. To receive and consider written requests for new DPI dispensations, if any.**

**7. Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**

**8. Declaration of gifts or hospitality over £25.**

**9. Borough Councillor's report (5 mins).**

**10. County Councillor's report (5 mins).**

**11. Draft Local Plan** – Should there be grounds, would the Parish Council consider, in principle, contributing towards the cost of a judicial review? **(Maximum 10 mins)**

**12. Local Plan – [Main modifications](#)** – To consider action, if any. **(Maximum 10 mins)**

**13. Minutes of the previous meetings** - To be agreed and signed by the Chairman as a true record.

- Extra-ordinary meeting – 4 June 2018 (out of chronological order)
- Full council – 26 July 2018
- Extra-ordinary meeting – 22 August 2018

**14. Planning Applications for consideration**

**Planning Application No: 18/P/01617 - 112 Envis Way, Fairlands, Guildford, GU3 3NL** - Conversion of garage to habitable accommodation

**Planning Application No: 18/P/01689 - White House, Woking Road, Guildford, GU4 7PS** - Erection of two dwelling houses and associated landscaping following demolition of existing dwelling house.

**15. WW1 commemorations:** To receive a progress report from Cllr Messinger. **(5 mins)**

**16. Request for a volunteer** to be a substitute for planning and GP meetings following Mr Marks-Oldham's resignation.

**17. Worplesdon Memorial Trustees** – To appoint a new parish representative to the Worplesdon Memorial Trustees following Mr Marks-Oldham's recent resignation.

**18. Corporate Identity**

To: (a) Consider the ideas put forward by Melissa Ta; and (b) Decide action. (Maximum 10 minutes)

**19. Litter is creating environmental issues, as well as being an eyesore.** Suggestions put forward for discussion/approval:

- (a) Ten Ranger Max litter pickers have been purchased. Councillors are asked to consider litter picking in their local wards to reduce the impact of litter on the local environment. Volunteers required.
- (b) To consider organising regular litter picks across the various wards to which members of the public can be invited.
- (c) To consider purchasing tee-shirts, caps and hi-vis jackets to be worn during work parties/litter picking to raise awareness of the various environmental improvement work that is being carried out on behalf of the community. Provisional budget – £250 - £500 & VAT.
- (d) A request has been received from the FLGCA for the Parish Council to install an additional litter bin on the sports field near the play area. In exchange, members of the FLGCA would be responsible for emptying the litter bin on a regular basis. Anticipated maximum cost including installation £450 & VAT. To consider the request and to decide action.

Options available:

- (i) <https://uk.glasdon.com/litter-bins/novelty-litter-bins/froggo-tm-novelty-litter-bin> - Total cost £254.84 & VAT
- (ii) <https://uk.glasdon.com/litter-bins/novelty-litter-bins/topsy-2000-tm-billy-bin-it> - Total cost £170.95 & VAT
- (iii) <https://uk.glasdon.com/litter-bins/outdoor-litter-bins/evolution-tm-litter-bin> - Total cost £305.54 & VAT

- (e) Request received from a member of the public for an additional dog bin near the woods in Fairlands. To consider the request.
- (f) Dog mess – It is now illegal to fail to pick up after your dog in all public open spaces within the Borough. Those failing to clean up after their dogs risk being [fined](#). To consider displaying GBC signs in troublesome locations such as in Fairlands (near the school and community centre) and Harry's Meadow, Jacobs Well.

**20. Promotion of the public tennis courts, Worplesdon Memorial Ground** – To consider trialling an online booking system in a bid to raise awareness of the courts and to provide a more convenient service to the public. (Maximum 10 mins)

**21. Flood Forum – Proposed meeting with the University of Surrey** – A date has been proposed for the meeting - 16 November 2018- 1pm at the University of Surrey. To:

- (a) agree whether the Parish Council wishes to proceed with the meeting.
- (b) confirm the proposed list of invitees: Thames Water, Guildford Borough Council Engineers Dept., Guildford Borough Council – Planners, Surrey County Council Flooding Team, Environment Agency, Worplesdon Parish Council, Worplesdon Flood Forum.

**22. Installation of 3 x sandstone or concrete spheres on the verge where the war memorial is located, Queenhythe Road, Jacobs Well**

Cars are now being parked on the grass verge beside the war memorial. To approve the cost of 3 x sandstone balls to be placed on the grass verge to prevent parking thereby protect the war memorial, proposal supported by the JWRA and approved by Surrey County Council.

Sandstone - Minimum cost £347 & VAT – Maximum cost £395.01 & VAT.

Concrete – If made by councillors anticipated cost approximately £50 & VAT.

To approve the material/cost.

**23. Kit bridge – Harry's Meadow** – Quotations received for the installation of a kit bridge at Harry's Meadow proposal supported by the JWRA. Costs unknown at the time of preparing the agenda. To consider/approve the best value quotation.

**24. Parking problems near Worplesdon Primary School** – To consider:

- (a) Either a financial contribution towards the introduction of small trees e.g. Rowan trees at pinch points near the school to provide a living barrier to prevent parking on the grass verges. To consider action.  
OR
- (b) Or the placing of four free concrete planters from Guildford Borough Council at key locations to prevent inappropriate parking. Anticipated cost of trees, including delivery and planting up maximum £1,000 (if bedding plants are used the cost would be considerably less.) To consider action.

#### **Ten-minute Comfort break**

**25. Rotten posts – Perry Hill Green** – To consider replacing the rotten wooden posts with small trees e.g. rowan, whitebeam or cherry to provide a living barrier.

**26. Grass cutting – St Mary's Churchyard** – To consider incorporating a set number of cuts within the Council's existing contract in lieu of a grant towards the upkeep of the Churchyard. Quotation to be obtained.

**27. Surrey Wildlife Trust – Lack of pond maintenance across the Worplesdon Group of Commons** – To consider drawing this to the attention of SWT.

**28. Use of Office 365** – Further internal training required. To agree a suitable date/time.

#### **29. Finance**

- a) **Invoices for payment** - Proposed list of cheques/online payments to be tabled at the meeting for approval. Payments for signature by two councillors
- b) **Bank reconciliation** – July 2018 bank reconciliation requires approval.

- c) **Monthly budget report** – July 2018 monthly budget report requires approval.
- d) **External Audit Report** – PKF Littlejohn LLP – To receive and approve the External Auditor's Report.
- e) **Internal Audit 2018/2019** – Mulberry & Co – Letter of Engagement requires approval.
- f) **10 x Ranger Max litter pickers** – To ratify the cost of ten robust litter pickers for use at volunteer work parties and by councillors/staff. Total cost £166.30 & VAT.
- g) **To ratify the cost of a sack barrow to assist with the collection of litter** - £40 & VAT.
- h) **Grant Aid application** – Dance Festival 2019. An application for grant aid of £500 has been received from Karen Palmer. To consider whether to approve the application.
- i) **Grant Aid Application 2018/2019** – The Whitmoor Common Association have applied for a grant of £300 to facilitate first aid training for two volunteers to enable work parties to be carried out on Whitmoor Common. To consider the request.
- j) **Grant Aid Application 2018/2019** – The WSVa as applied for funding for a further gazebo for the Wood Street Village Summer Show – the old gazebos no longer being fit for purpose. Grant requested £500. To consider the request.
- k) **Grant Aid Application** – Worplesdon Memorial Trustees – Application for a grant towards hedge cutting, Worplesdon Memorial
- l) **Kent Surrey Sussex Air Ambulance – Donation 2018/2019** – Letter of thanks received.
- m) **Clerk's Networking Day – 6 November 2018** – To approve the cost of two delegates (both officers) – Cost £80 & VAT per delegate.
- n) **Quarterly financial check carried out by Cllr Messinger on 2 August 2018** - To receive Cllr Messinger's report.
- o) **Electricity supply to Perry Hill Green** – Installation of the concrete base and kiosk. This has been delayed due to circumstances beyond the council's control. To consider obtaining additional quotations. The work scheduled by UK Power Networks has regrettably had to be delayed.

For information only:

- p) **Concurrent Functions Grant Aid 2017/2018** – A BACS payment of £12,079.50 has been received from Guildford Borough Council towards the two recent play area upgrades.

### 30. Clerk's Report

For information only:

1. **There are casual vacancies on the Council.** Councillors are asked to publicise the vacancies when speaking with the public.
2. **Flood defence work, entrance to Sime Close** – The new kerbing has now been installed.
3. **Community Speed Watch** – Cllr Mitchell, Cllr Snipp, the Assistant Clerk and a resident of Wood Street Village were trained to use the CSW equipment on 4 September 2018. The Council owns two CSW kits (the devices will need to be recalibrated prior to use and all proposed sites will need to be risk assessed before the CSW goes live).

### 31. Chairman's Report

32. **Items for inclusion on future agendas** – To receive any suggestions from members.

**Due to the confidential nature of the following item (staff matters and potential negotiation of a contract), a resolution shall be passed to exclude the public and press, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960.**

### 33. Appointment of a permanent part-time Grounds and Maintenance Operative

- To approve the appointment, and terms and conditions of employment, of the Grounds and Maintenance Operative on a permanent part-time basis as per the Staffing Committee's recommendations.

**34. Potential Parish Office** – To receive a progress report from the Chairman regarding the office in Queen Elizabeth Park and to discuss further proposal/s.

**35. Date of next meeting** – Thursday 25 October 2018.